

**Contact our Call Center with questions at 877-560-8378, option 2.**

### **Fall 2011 MEAP Test Administrator Manual Errata**

Michigan Educational Assessment Program (MEAP) Test Administrator Manuals are finalized in early summer. New programs and guidance may occur after the manuals are printed. Updates will be printed in this document and posted to the MEAP web site: [www.michigan.gov/meap](http://www.michigan.gov/meap). Contact our Call Center with questions at 877-560-8378, option 2.

#### **Bureau of Assessment and Accountability Resources Renamed**

The Office of Educational Assessment and Accountability (OEAA) was renamed last spring to the Bureau of Assessment and Accountability (BAA). New web addresses and a new email address are now in place. The new resources are as follows:

BAA Secure Site [www.michigan.gov/baa-secure](http://www.michigan.gov/baa-secure)

BAA Professional Learning Website [www.michigan.gov/baa-learning](http://www.michigan.gov/baa-learning)

BAA Main Website [www.michigan.gov/baa](http://www.michigan.gov/baa)

BAA Email Address [baa@michigan.gov](mailto:baa@michigan.gov)

The "old" OEAA resources will remain active as aliases that will simply re-route users to the correct resource. Both the OEAA and BAA resources will function this fall.

#### **Students Enrolled in Nonpublic Schools**

Students enrolled in a nonpublic school, but enrolled in a public school for some portion of the school day, may participate in MEAP tests at the school in which they take their public school classes. To ensure that student test results are not included in the public school's test results and accountability calculations, the school must use the correct "Student Residency" code in MSDS to flag the student as a nonpublic school student. Reference the MSDS Collection Details Manual on the MSDS webpage ([www.michigan.gov/msds](http://www.michigan.gov/msds)) for a complete list of residency codes and instructions.

Nonpublic school students who are not enrolled in a public school for any portion of the school day may not test at public schools. The nonpublic school may opt to offer MEAP tests to their own students. A nonpublic school should contact our Call Center to learn how the school may offer tests and enter student information to receive test booklets, answer documents, test administrator manuals, and other important ancillary materials. Order deadlines are strictly enforced, so please make contact as soon as possible.

#### **Students Enrolled in Seat Time Waiver Programs**

New seat time waiver programs are being adopted by many schools and districts. All aspects of assessment and accountability policy apply to students enrolled in seat time waiver programs. District may test seat time waiver students at the school, or may choose to test these students at an off-site location. If an offsite testing location is desired, the school must submit an application to the Bureau of Assessment and Accountability (BAA) by October 1. BAA will contact the district when the application is approved. Frequently Asked Questions are posted to our website, [www.michigan.gov/meap](http://www.michigan.gov/meap) along with the off-site testing location application. BAA encourages schools and districts to review all guidelines carefully because accountability calculations can be affected by testing errors. Contact our Call Center with questions.

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**Corrections When Students Use Writing Utensils Other Than a No. 2 Pencil to Enter Answers in the Circles on the Answer Document or to Write a Constructed Response**

Students must use a No. 2 pencil to enter answers or write constructed responses on their answer document. If a No. 2 pencil is not used, the answer document cannot be scored. Test administrators and proctors must not allow students to have writing utensils, such as pens or magic markers on their desks during the test session. Highlighters, a universal accommodation, may be used by students to mark in the test booklet only. For more information, please refer to the Assessment Accommodations Summary Table at [www.michigan.gov/meap](http://www.michigan.gov/meap).

Should a student use a pen, highlighter, or magic marker on a 4<sup>th</sup>-9<sup>th</sup> grade answer document or in the combined 3<sup>rd</sup> grade test booklet/answer document the school must:

1. Individually supervise the student while the student transfers his or her answers into a new answer document. A constructed response must be copied exactly as it was written in the first answer document. Make sure the student completes the front of the answer document then affix the new barcode label on the new answer document.
2. Make sure to write DO NOT SCORE across the front of the first answer document then place it in the orange Special Handling Envelope.
3. Send the second answer document for scoring with the Scorable items under the correct School/Grade Header Sheet.
4. Enter an incident report through the OEAA Secure Site.

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